

CONFERENCE LOGISTICS

2004

Conference Date and Location:

Date: 03-06 May 2004

**Location: The Conference Center, Cooper River Landing
SPAWAR Systems Center
Charleston Naval Weapons Station, Southside
Third Street, Building 3112
Hanahan, SC 29406-4200**

**Telephone: Commercial: (843) 218-6807
DSN: 588-6807**

E-mail: ssc-ch-confcenter@navy.mil

Web site: <http://sscc.spawar.navy.mil/>

If you have suggestions for our agenda or the conference, please forward this information on to the [Conference Coordinator](#).

Conference Registration:

GOVERNMENT CREDIT CARDS WILL NOT BE ACCEPTED

Registration for this conference is now open. In order to register for this conference, individuals must first register online and send in the required non-refundable conference fee of \$50.00 to the Conference Center at Cooper River Landing (address above). The Conference Center Staff at SPAWAR Charleston will be managing conference registration. Registration fees are to be paid by check or money order. Personal or government checks should be made payable to "MWR". The registration fee must be paid by 23 April 2003, and includes daily luncheons. If this fee is not paid, you will not be guaranteed a seat at the conference. Refunds will only be made if you cancel your reservation with the Conference Center by 23 April 2004.

Hotel Accommodations:

There is no BOQ located at Charleston Naval Weapons Station. Hotel rooms have been blocked at the Embassy Suites Hotel, under the name Navy Conference for Procurement and Quality Professionals, CPARS or SPAWARS Conference. The hotel information we provide is only a recommendation. Individuals are responsible for making their own hotel reservations. This hotel is conveniently located close to the Conference Center at SPAWAR Charleston and the room rates are within per diem. The per diem rate for this area is \$148.00 (\$106.00 for Lodging and \$42.00 for M+IE). You have the option of filling out the [hotel reservation form](#) and faxing it back to the Embassy Suites at 1.843.747.1895 or go directly to the Embassy Suites web site www.embassysuites.com and use the group booking code CPA to register if you are a Federal employee. Group booking code CPC should be used to register if you are a Government Contractor. Hotel reservations must be received by Friday, 2 April 2004 to receive the discounted conference rate.

Agenda:

The [conference agenda](#) is now available for viewing in a pdf format but is subject to change. Continue to check this site periodically for agenda changes and conference updates.

Registration:

Pre-registration for the conference will be held at the Embassy Suites Hotel on Monday, May 3, 2004 from 1600 – 1800. Pre registration is highly recommended to avoid traffic delays at the front gate of the SPAWAR Conference Center. Registration will also be held 0800-0900 on Tuesday morning and at 0830 on Wednesday at the SPAWAR Conference Center, with the conference beginning promptly at 0900 and ending at 1600 daily. Lunch is scheduled from 1200-1300 daily and is included in the registration fee.

Transportation:

Charleston International Airport is located less than one mile from the Embassy Suites Hotel and three miles from the base. Individuals are responsible for their own means of transportation. Embassy Suites does provide a complimentary shuttle to and from the airport. They have a direct access line in the baggage claim area of the airport. There is no transportation from the hotel to the convention center. You must provide your own transportation, or hook up with someone who has a car.

Directions:

From Charleston International Airport, take the I-526 exit (Exit 20) at Virginia Avenue. Turn left onto Virginia Avenue. Continue straight until you reach the blinking traffic light at the intersection of Virginia Avenue and Remount Road. Turn left (left turn has right-of-way) and go approximately ¼ mile and turn right into the Weapons Station at Gate 4. Continue straight down TANK Road. The SPAWAR Conference Center is located in Building 3112 which is the first building on the right (about ¼ mile from Gate 4).

Check In:

A list of conference attendees will be on file at both entry gates to the base. We strongly suggest that everyone register at the Embassy Suites prior to the conference if possible. This will eliminate major traffic delays on the morning of the conference. Identification badges will also be provided at check in and will allow individuals access to the necessary areas of the conference center.

Audio/Visual Information:

The Conference Center is a state of the art facility designed to support various meeting requirements. It is equipped with a complete array of audio/visual equipment, computers, a laser printer, copier, fax machine, and telephones.

Conference Coordinator:

NAVSEALOGCENDET Portsmouth

Email: [Conference Coordinator](#)

Commercial: 603.431.9460, x466

DSN 684.1690, x 466